

CS 110 Introduction to Microcomputer Applications

Lower Columbia College

Course: CIS 110 Introduction to Microcomputer Application
Pre-requisite: Familiarity with basic computer skills and Internet
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The mission of Lower Columbia College is to ensure each learner's personal and professional success, and influence lives in ways that are local, global, traditional, and innovative.

Required Text:

COMPUTER LITERACY BASICS W/PAC SAM 2007 ASSESS PROJ TRAIN 5.

MORRIS/WELLS
ISBN:9781111213213

Required

This course is intended to introduce students to the concepts and application software used in PCs in today's world. We will look at the history of computers and the role they play today and some of the future trends. Information is presented in text, lecture and lab assignments. Some projects may require some additional time beyond the scheduled lab time in class. The basis of this class is the assumptions that students have little experience or knowledge of microcomputers. Second, is that the student has a basic familiarity with the basic input and output devices (keyboard, mouse, etc). Finally, students have basic typing skills. If you are more experienced in a particular content area of the curriculum for this course, you are encouraged to help less experienced students.

This course is only introductory in nature. A full set of other courses have been developed to give a full depth of knowledge and training in each specific topic area covered in this course.

Course Objectives

- Computer Systems – Components, peripherals, disk and file management
- Windows graphical user interface
- File structures and manipulation
- Windows Operating System™
- Examine the components of a personal computer system and discuss the criteria for evaluating a microcomputer system
- Identify the major categories of application software
- Discuss the purposes of and differences between application software and systems software
- Use basic functions of a word processing application to create letters and other documents
- Use basic functions of an electronic spreadsheet application to create simple worksheets

Procedures for Turning in Work

- All assignments turned in should be labeled to identify your work.

□ Work will be submitted in a variety of methods, though all work will be submitted electronically. **See individual assignment directions for submission.**

□ **Note:** If you are using an Email other than LCC Student accounts it is your responsibility to check your LCC Email for this course. I email to class often and use LCC Angel accounts only. I will reply to your personal account, but make no guarantees about dependability of communication.

Testing

□ Tests are both application and theory. Notes and book may not be used for application tests, but computer resources may be used. No notes or books may be used for theory tests. Theory tests are multiple answer/true/false/short answer. Application tests will be completed in class and require creation of an appropriate electronic document for submission.

Grading Policies

- Grades are based on completion of all assigned work.
 - Each missing assignment will lower grade by one grade.
 - Grades for each assignment are based on correctness for assigned task.
 - Final grades include assignments, tests, attendance which means Angel in our case.
- Letter grades will be determined using a standard percentage point evaluation as outlined below. Grades may be curved after the total semester points have been tabulated. However, do not count on a curve to obtain your desired grade.

A 94-100%
A- 90-93%
B+ 87-89%
B 84-86%
B- 80-83%
C+ 77-79%

C 74-76%
C- 70-73%
D+ 67-69%
D 64-66%
D 60-63%

Grade Breakdown

Assignments 60%
Testing 40%

Student Success:

Attending all class times can be a critical part of being successful in any college class. Online this means checking in everyday. Complete all work assigned and be sure you fully understand what you are reading from text, topics covered in presentations, and hands on lab work done. This course is designed for each student to succeed, but the quality and level of learning is directly related to the effort put forth.

If you find you are having trouble with the requirements of this course, please see me immediately so we can discuss how to help you succeed to your fullest potential. At times it may take longer than intended to complete some components of this course for some students. If you need tutoring or more one on one help then I can provide in the time allowed, the tutoring center is a resource available to you.

Information can be found at the following web site:

http://lcc.ctc.edu/programs/study_tables/. Or go to the tutoring center for information, online tutoring is available from the library services page.

Online Schedule

Week 1

Computer Concepts
LESSON 1 2 HRS.
Computers and Computer Systems
LESSON 2 2 HRS.
Input, Output, and Processing

Week 2

LESSON 3 1 HR.
Computer Protection
LESSON 4 1 HR.
Computer Maintenance
LESSON 5 1.5 HRS.
Computer- Related Issues
LESSON 6 1 HR.
Software and Hardware Interaction
LESSON 7 1.5 HRS.
Software Fundamentals

Week 3

Introduction to Microsoft Windows
LESSON 8 1.5 HRS.
Operating Systems
LESSON 9 1 HR.
Windows Management

Week 4

LESSON 10 1.5 HRS.
Operating System Customization
LESSON 11 1.5 HRS.

Exploring Microsoft Office 2007 Word
Processing
LESSON 12 1.5 HRS.
Getting Started with Word Essentials

Week 5

LESSON 13 2 HRS.
Editing and Formatting Documents

Week 6

LESSON 14 1.5 HRS.
Sharing Documents
LESSON 15 1.5 HRS.
Working with Tables

Week 7

LESSON 16 2 HRS.
Enhancing Documents Spreadsheets

Week 8

LESSON 17 1.5 HRS.
Getting Started with Excel Essentials

Week 9

LESSON 18 1.5 HRS.
Organizing and Enhancing Worksheets

Week 10

LESSON 19 2 HRS.
Creating Formulas and Charting Data
Week 10 to end of Finals
Final SAM and Angel Work

Last Day of Class 6-14-10 Finals 6/15-17/10

Course Policies:

Missed Classes: The student is responsible for obtaining material distributed on class days when he/she was absent. This can be done through contacting a classmate who was present or by contacting the instructor during office hours or other times. Missed or late quizzes can not be made up under any circumstances but with good cause and adequate notice, an early quiz may be given.

Academic Dishonesty: Plagiarism and cheating are serious offenses and may be punished by failure on exam, paper or project; failure in course; and College disciplinary action per policy. For more information refer to the "Academic Dishonesty" policy in the College Catalog.

Need for Assistance: If you have any condition, such as a physical or learning disability, which will make it difficult for you to carry out the work as I have outlined it, or which will require academic accommodations, please notify me as soon as possible.

Calendar:

Quarterly calendar for the College can be found at:

<http://lowercolumbia.edu/students/academics/academic-calendar/>

1. Academic Integrity and Student Original Work (See Catalog for policies, especially *Policy on Acceptable Use of Computing Resources*, and *Policy on the Use of Material in Web Pages*.) Each student is responsible for maintaining academic integrity and intellectual honesty in his or her academic work.

It is the policy of the school that each student be academically honest, which means that each student must:

- a. Submit his or her own work, not that of another person
- b. Not falsify data
- c. Not engage in cheating (giving or receiving help during examinations, acquiring and/or transmitting test questions prior to an in-class examination, or falsifying any records, including admissions material)
- d. Not receive nor give aid on assigned work that requires independent effort
- e. Properly credit the words or ideas of others according to accepted standards for professional publications (See, for example, *The Publication Manual of the American Psychological Association*.)
- f. Not use term paper writing services or consult such services for the purpose of obtaining assistance in the preparation of materials to be submitted in courses
- g. Not engage in plagiarism. Webster's defines plagiarism as "stealing or passing off ideas or words of another as one's own" and "the use of a created production without crediting the source."

Extreme caution must be exercised by students involved in collaborative work to avoid questions of plagiarism.